

**CAREER OPPORTUNITIES AT
DIVISION OF WORKERS' COMPENSATION**

I. Primary Program Classes at DWC

Workers' Compensation Assistant

Range A \$2632-3201;

Range B \$2850-3465;

Range C \$3418-4155

Workers' Compensation Consultant \$3924 – 4770

Workers' Compensation Compliance Officer \$4316 – 5247

Workers' Compensation Rehabilitation Consultant \$4111 – 4997

Supervising Workers' Compensation Consultant \$4311 – 5200

Supervising Workers' Compensation Compliance Officer \$5211 – 6286

Workers' Compensation Manager \$5768 – 6361

Workers' Compensation Judge \$7071 – 8551

Workers' Compensation Assistant/Consultant Series – Incumbents in this series perform professional work in the Disability Evaluation Bureau, Self-Insurance Plans, Information and Assistant Programs, and the Uninsured Employers Fund. They assist and advise employees, employers, insurance carriers, and public agencies concerning their rights, benefits, and obligations under workers' compensation laws and rules; audit workers' compensation, self-insurance plans, and/or disability evaluations; resolves issues and disputes concerning workers' compensation laws and its application; and recommends settlements.

[Workers' Compensation Assistant: Graduation from College or 6months as an MST, Rg. B and completion of 2 yrs. of college]

[1 yr. Exp. as a Workers' Compensation Asst., Range C or 3 yrs exp in one of the following types of disability insurance: reviewing, investigating, or adjusting workers' compensation claims in a professional capacity with direct client applicant contact for a workers' compensation carrier, public agency. or self-insured employer. Or, performing claims examination work primarily of workers' compensation insurance carriers and with responsibility for reviewing the work of others. Or, obtaining and analyzing medical, personal, and vocational information and using such information in

the determination of disability cases resulting primarily from vocational injury.]

Workers' Compensation Compliance Officer

Incumbents independently conduct audits of the most complex cases of insurers, self-insured employers, and third-party administrators to assure prompt receipt of full benefits to injured workers by identifying compensation due injured workers, reporting problems and deficiencies, and taking effective action.

[3 yrs. Exp. In one or a combination of the following disability insurance experience: Reviewing, investigating, auditing or adjusting workers' compensation claims in a professional capacity with direct client applicant contact for a workers' compensation carrier, public agency or self-insured. Or, performing claims examination work of workers' compensation insurance carriers and with responsibility for reviewing the work of others. Or, Conducting audits of workers' compensation claim files for insurers to determine compliance with the Labor Code.]

Workers' Compensation Rehabilitation Consultant

Incumbents in this class are involved in the development and maintenance of rehabilitation programs and bringing about compliance with rules, regulations and Labor Code provisions concerning the vocational rehabilitation of injured workers.

[3 yrs. Of journey level experience providing vocational rehabilitation services involving counseling, vocational evaluations, and rehabilitation plan development in a rehabilitation agency, workshop, or medical facility. Or, 3 yrs. Experience adjusting workers' compensation insurance claims for a workers' compensation insurance carrier, public agency, or self-insured employer. Or, a Master's Degree in Rehabilitation Counseling from an accredited institution.]

Workers' Compensation Manager

Incumbents manage a program area in the Division of Workers' Compensation. That may include disability evaluation, self-insurance plans, uninsured claims, information and assistance, or pre-litigation resolution. Incumbents serve as an expert in a specific program area. Selects, trains, manages and evaluates subordinate staff.

[1 yr as a Supervising Workers' Compensation Consultant; or 5 yrs. Of supervisory or managerial experience in one of the following program areas: reviewing, investigating, or adjusting workers' compensation claims with direct client applicant contact for a workers' compensation carrier, public agency or self-insured employer; or performing claims examination work

primarily of workers' compensation insurance carriers and with responsibility for reviewing the work of others; or obtaining and analyzing medical, personal, and vocational information and using such information in the determination of disability cases resulting primarily from vocational injury.]

Workers' Compensation Judge

Incumbents conduct judicial proceedings at which evidence, oral and written, is produced by adverse parties to disputed claims arising under the Labor Code provisions pertaining to workers' compensation insurance and safety; and make decisions upon the evidence presented.

[2 years as an IRC I or 5 years of experience in litigation before a trial court involving the interest of adverse parties; or 3 yrs. As a hearing officer.]

Other Reasons One May Consider Working For DWC:

The State is a stable employer

DWC has 24 District Office, which allows flexibility in choosing your place of employment.

Opportunity for advancement.

The State offers good benefits as discussed below

General Benefits of Working in State Government:

The information on employee benefits in this handout is just a general summary, not the official law, regulations or policy of the Department or State that governs these subjects. Additional information is available through the attendance reporting officer or supervisor of the employee's office, the Department's Personnel Office, or as indicated in the summary. Changes in laws and regulations and in collective bargaining agreements may affect the information in this summary.

PAID LEAVES

Sick Leave

- Full-time employees accumulate 8 hours of sick leave credit per month (part-time and intermittent employees have different rates of accumulation).
- With supervisory approval, sick leave may be used by employees for absences due to illness or injury or for doctors' or dentists' appointments, for themselves or (under certain conditions explained in their MOU's or State regulation) for certain family members.

- If at home sick, employees should call their supervisor during the first half hour of each workday to advise them of their absence.

Vacation

- Full-time employees accumulate a certain number of hours of vacation credit each month (according to the provisions of their MOU's or State regulations), based on their length of State service; typically, a new employee will accumulate 7 hours of credit per month.
- Accumulated vacation is not credited to the employee, and can not be used, until completion of six qualifying months of State service.
- Employees must obtain approval from their supervisor in advance in order to take vacation.

Annual Leave

- Non-represented employees and represented employees in certain bargaining units (including Bargaining Unit 01) are eligible to elect into the annual leave program, rather than the sick leave and vacation programs.
- Employees in the annual leave program do not accumulate sick leave or vacation credit; based on the length of their State service, they accumulate 4 hours more per month of annual leave credit than they would of vacation credit.
- Employees must request and obtain approval to use annual leave just as they would sick leave or vacation, as described above, depending on what it is to be used for.
- Employees in the annual leave program receive enhanced NDI benefits (see Disability Leaves)

Bereavement Leave

- Employees may take up to three-eight hour days (24 hours) of paid leave per occurrence or fiscal year to attend funerals or for bereavement due to the deaths of close relatives or persons residing in their households (as provided in their MOU's or State regulations).
- Employees must advise their supervisors when they need to take bereavement leave and may be required to provide verification of the death and the relationship of the deceased.

Catastrophic Leave

- Employees who exhaust all their paid leave credits because of an extended absence for a serious illness or injury of themselves or a family member or due to a natural disaster may be eligible for a catastrophic leave bank to be set up. Other employees may donate their own paid leave credits for use by the employee.
- Employees need to submit a written request, with doctor's verification of the illness or injury, the need for the absence and the date the employee can return; approval needs to be received by the employee's division and Personnel Office.
- Soliciting other employees for donations is handled by the employee whose request is approved and what he/she wishes others to know about the illness or injury is up to him/her.

RETIREMENT

- All Employees hired on or after January 1, 2000, are automatically put into the 1st Tier Retirement Plan. Upon appointment, they will receive information about the 2nd Tier Retirement Plan and have 180 days from the date of the date of membership to choose that plan if desired. More information about retirement is on the CalPERS website, www.calpers.ca.gov.

DISABILITY LEAVES

- Available only to employees covered by the Public Employees' Retirement System (CalPERS)

Industrial Disability Leave (IDL)

- This is for employees who have an injury or illness that is determined to be job-related; employees are eligible to supplement their IDL benefits with any paid leave credits they have to bring the amount up to their regular earnings amount.

Non-Industrial Disability Insurance (NDI)

- This is for employees who become ill or injured for non-job-related reasons; it is intended to provide some income for up to six months to all eligible employees, who are allowed by regulations or collective bargaining contracts to choose to use NDI rather than exhaust their paid leave credits. Employees in the annual leave program receive a higher NDI benefit amount and can supplement that benefit with any paid leave credits they have to bring the amount up to their regular earnings amount.
- Benefit amounts, length of payments, and procedures for these leaves vary. Employees will be advised of their options when they have an illness or injury that makes them eligible for one of these benefits.

BENEFITS

Health and Dental Benefits

- All newly eligible employees should receive a package of materials describing the various health and dental plans in which they may enroll. Employees should contact their attendance reporting officer for the materials.
- Open enrollment periods take place annually, usually October 1st through October 31st to allow employees to enroll in or change plans. Other permitting events (having a child, marriage etc.) allow enrollment when they occur.
- Health and Dental coverage will be effective the first of the month following submission of the enrollment forms to the Personnel office. The form is then forwarded to the State Controller's Office or to CalPERS for process.
- Employees, who have deductions that are in excess of the State's contribution and are taken from their pay, are automatically deducted before taxes.

Vision

- New employees are automatically enrolled in the State's Vision Care Plan.
- Premiums are currently fully paid by the State; coverage is effective when check stub shows the State's payment of premium.

FlexElect Program

- Employees with a permanent appointment and a time base of half time or greater are eligible for the State's FlexElect Program.
- Cash Option: Employees with health and/or dental coverage other than through the State's plans can enroll in the FlexElect's cash option and receive cash monthly instead of health and/or dental plan coverage.
- Medical Reimbursement Account: Eligible employees who enroll in FlexElect may have deductions taken from their pay before taxes and placed in a account for use in paying out-of-pocket medical expenses for themselves and their dependents.
- Dependent Care Reimbursement Account: Eligible employees who enroll in FlexElect may have deductions taken from their pay before taxes and placed in an account for the use of paying child care or care of disabled dependents while the employees are working.
- Employees must reenroll in FlexElect each year to continue the Medical and Dependent Care Reimbursement Accounts.

Other optional benefits available:

Savings Plus Program – 401K and 457 plans
Savings Bonds
Long Term Care
Group Legal Services
Long Term Disability – Excluded employees only
Group Life Insurance – Excluded employees only

Additional information can be found on the Department of Personnel Administration's (DPA) website at www.dpa.ca.gov.